



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
FT Harrison, Montana 59636-4789

HRO

DATE: 21

November 2006

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-201
CLOSING DATE: 05 December 2006**

POSITION PAID BY ARMY FUNDS.

NON-BARGAINING UNIT POSITION: Human Resource Specialist (Info Sys), GS-0201-07/09

SALARY RANGE: GS-07 \$35,116.00 - \$45,648.00 PA (per annum)
GS-09 \$42,955.00 - \$55,846.00 PA (per annum)

LOCATION: HRO, Helena, MT

SELECTING OFFICIAL: CPT Shawn Kaufman

APPOINTMENT FACTORS

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☒ ENLISTED ☒
COMPATIBILITY: AIR: 3A0XX, 3S0X1, 3S2X1, 3S3X1 ARMY: WO: 420A ENL: 42A, 42F, 42L
NON-SUPERVISORY ☒ PERMANENT ☒ TEMP ☐

AREA OF CONSIDERATION

ALL BASICALLY QUALIFIED APPLICANTS (AREA I and II) WILL BE FORWARDED FOR CONSIDERATION TO THE SELECTING OFFICIAL SIMULTANEOUSLY. STATE MERIT PLACEMENT PLAN (DMAMT Regulation (AR) 690-335 / (AF) 40-335) APPLIES.

- ☒ AREA I All excepted permanent technicians of the Montana Army OR Air National Guard.
☒ AREA II All members of the Montana Army OR Air National Guard and those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment.
Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 70399000. If applicant desires, a copy of the PD can be obtained from the HRO. The purpose of this position is to serve as an assistant to the Senior Human Resources Specialist (Information Systems) in managing and maintaining the DOD Enterprise-Wide Automated Human Resources (HR) System called Modern Defense Civilian Personnel Data System (DCSPDS). Performs actions to initiate system on-line and off-line operations and ascertain and document systems status. Provides technical assistance and guidance to staff and line managers, supervisor, the Human Resources Officer, Functional chiefs, specialist staff, and clerical staff in the operation, maintenance and capabilities of human resource information system. Provides initial training to newly assigned HRO functional staff to familiarize them with operating remote terminals, coding and inputting transactions, and maintaining security.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: Promotion potential to GS-09 if hired as GS-07, upon completion of a classification desk audit.

PCS FUNDS NOT AVAILABLE.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335 / (AF) 40-335) applies to all applicants. **THIS IS A NON-BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO/

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST
Lt Col, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-201

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR Human Resources Spec (Info Sys), GS-0201-07, 70399A

1. Knowledge of relational data base systems and how they are used to collect and manage resources.
2. Ability in the use of personal computers and software; such as Adobe Acrobat, Microsoft Excel and Word.
3. Ability to read and interpret regulations.
4. Knowledge of personnel organization and functions.
5. Ability to compile and analyze statistical data.

SELECTIVE PLACEMENT FACTOR: Must be able to possess a Secret Clearance.

GENERAL EXPERIENCE: General experience, education, or training in clerical or office work.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience in performing clerical or administrative work.

KSA'S FOR Human Resources Spec (Info Sys), GS-0201-09, 70399W/E

1. Ability to use relational data base systems and how they are used to collect and manage resources.
2. Skill in the use of personal computers and software to include Adobe Acrobat, Microsoft Excel and Microsoft Word to produce reports, form letters etc.
3. Ability to read and interpret regulations.
4. Knowledge of personnel processing procedures in either a civilian or military personnel or human resources office.
5. Ability to research error report causes and find methods to resolve.
6. Ability to update websites using software; such as dreamweaver, frontpage, etc.

SELECTIVE PLACEMENT FACTOR: Must be able to possess a Secret Clearance.

GENERAL EXPERIENCE: General experience, education, or training which has provided the applicant with a knowledge of personnel management techniques, rules, regulations, policies, and procedures related to data system operating procedures, capabilities, and requirements.

SPECIALIZED EXPERIENCE: Must have 24 months of specialized experience which demonstrates skill of computer requirements and techniques in carrying out programs of an automated data system, with responsibility for operation, analysis, file maintenance and management of personnel systems and related functions.

Shawn Kaufman
CPT, MT ARNG
Human Resources Specialist

Enclosure 1